

# Fleming Fulton School

## Parent Information Booklet

*In partnership:  
The school community, pupils and parents / carers.  
Better Together*

2023-2024



November 2023

Dear Parent/Guardian

The purpose of this booklet is to help you understand how the school works, by providing information about a range of procedures and policies which affect your child on a regular basis.

This booklet contains information about:

- Key contacts in school
- The school day
- Holiday List
- Effective Communication
- Board of Governors
- Counselling
- Safeguarding

At Fleming Fulton School, we regard the links between parents and school as vital. We know that we are better together and want to ensure that we work in partnership with our parents. We have a common objective, we want the best for our pupils and know that it takes three, the school, the pupil and the parents. At Fleming Fulton School, we are passionate about the education we offer to our pupils. We are proud to teach and care for pupils aged 3 to 19.

We hope that this booklet along with the other forms of communication mentioned will help to keep you informed about our school and the procedures we follow.

If you have any concerns or complaints please do not hesitate to get in touch - we take such matters very seriously and we know that although we try very hard, there is always room to improve. The school complaints procedure can be found on our school website.

We value our association with you. We all have the same goal - to offer our children the best possible experience - and we look forward to working with you closely in the years ahead.

# School Information

**Address:** Fleming Fulton School  
35 Upper Malone Road  
Belfast  
BT9 6TY

**Telephone:** (028) 90613877/90611917

**Email:** [info@ffs.belfast.ni.sch.uk](mailto:info@ffs.belfast.ni.sch.uk)

**Website:** [www.flemingfulton.org.uk](http://www.flemingfulton.org.uk)

**Chair of the Board of Governors:** Mr B Latimer

**Principal:** Mrs K Hancock

**Vice Principal:** Mrs S Cummings

**Senior Teacher:** Mrs A Gallen

**Head of Primary Dept:** Mrs N Bittle

**Head of Post Primary Dept:** Mrs P Vance

**School Nurse:** Mrs R Wright (028) 90307673

**Physiotherapy:** (028) 90307676

**Speech & Language:** (028) 90627975

**Occupational Therapy:** (028) 90307671

**Swimming Pool:** (028) 90602031

# Transport

Transport is provided for our pupils by the Education Authority.

If you have a query or concern regarding transport, please contact the EA designated transport line – 02895 985959. Monday-Friday 9am-5pm.

## ***Uniform***

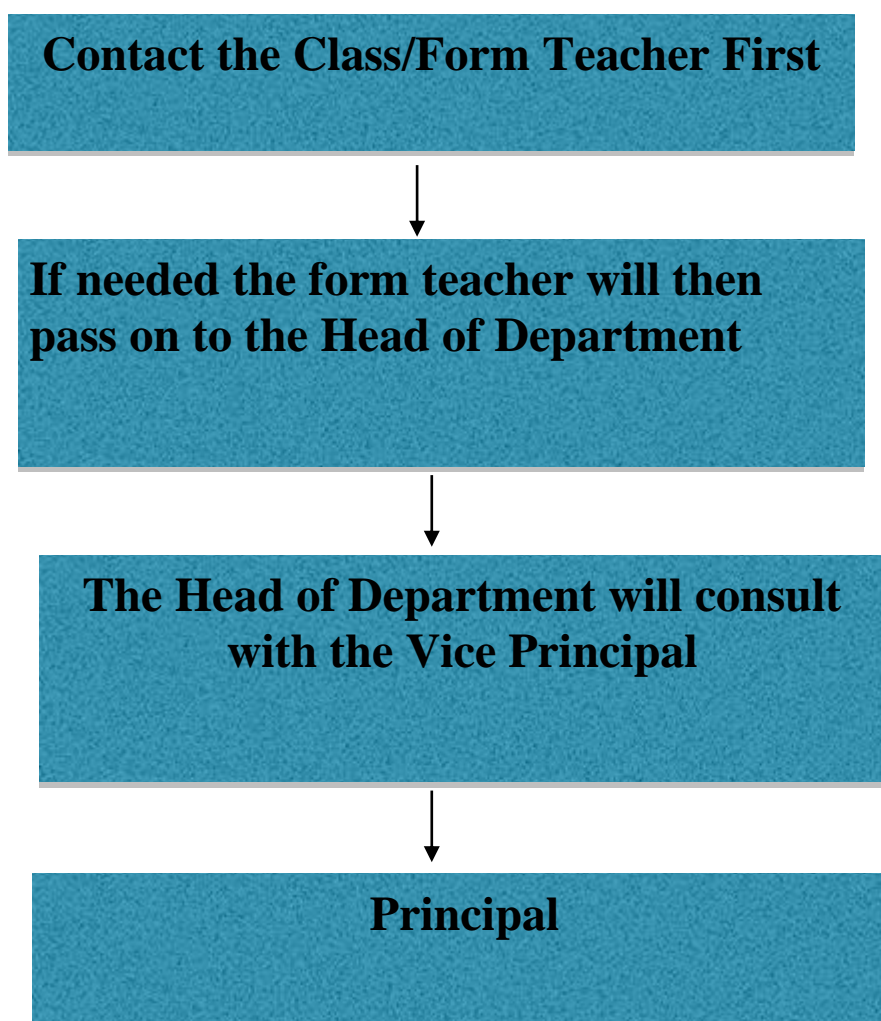
Pupils are to attend school in full school uniform. School uniforms can be purchased through Signature Schools – [www.signatureschools.co.uk](http://www.signatureschools.co.uk)

## ***Appointments***

If you need to make an appointment or speak with the Principal Mrs Hancock, Vice Principal, Head of Primary, Head of Post Primary or the Form teacher it is important that you ring the school office and they will assist you.

## ***Reporting issues/concerns***

If you have a query/concern about your child at school or wish to pass on information, it is important that you follow the procedures below:



## Class Information

Class	Class / Form Teacher
Nursery 1	Mrs Bittle
Nursery 2	Mrs Watson
P1	Mrs Armstrong/Mrs Walsh
P1/2/3	Miss Ward
P2/3	Miss Ralph
P2/3/4	Mrs Smyth/Miss Crean
P3/4	Miss Raffo
P4/5	Miss Coulter
P5/6	Mrs Brunt
P6	Mrs Campbell
P5/6/7	Mrs Cassidy
P5/6/7	Mrs Murphy
Year 8/9	Dr Davidson/Mrs Vance
Year 9/10	Mrs McKim
Year 11/12N	Mrs Nickels/Mr Devereux
Year 11/12	Ms Murphy
Year 13/14JDJL	Mrs Devlin/Mrs Lowry
Year 14M	Mr Maxwell
Year 15DGJL	Mrs Gamble/Mrs S J Lowry
Year 15CF/GOD	Mrs Mrs Foster/Mrs O'Doherty
The Maples	Miss Owens
The Oaks	Miss Wilson

# Contact Information

## Contact Procedures

If you have any concerns or queries regarding your child at school, it is important that you contact the class/form teacher in the first instance. Class/form teachers can be contacted by ringing the school office on the main number. Calls to the class/form teacher should be made between 8:45am-9:00am and 3:00pm, alternatively ring the school office and leave details for the teacher to return your call.

The class/form teacher will deal with any issues and if needed will report to the Head of Department who will then inform the Vice Principal and Principal.

### **Primary Dept.**

Primary 1 and 2 - school day operates from 9am to 1:30pm.

Primary 3 to 7 - school day operates from 9am to 3:00pm.

**Break:** 10:45 to 11:00am

**Lunch:** 12:00 to 12:45pm

Class teachers offer our primary pupils a broad and balanced curriculum which is adapted to meet the individual needs of the pupils in their classes.

### **Post Primary**

9:00-9:15	Registration with Form teacher
9:15 - 9:45	Period 1
9:45 - 10:15	Period 2
10:15 - 10:45	Period 3
10:45 - 11:00	BREAK
11:00 - 11:30	Period 4
11:30 - 12:00	Period 5
12:00 - 12:30	Period 6
12:30 - 1:15	LUNCH
1:15 - 1:45	Period 7
1:45 - 2:15	Period 8
2:15 - 3:00	Period 9
School day ends at 3pm	

# **SCHOOL HOLIDAY LIST**

## **2023-24**

### **Term 1.1**

Friday 1<sup>st</sup> September 2023 – Friday 27<sup>th</sup> October 2023

### **Staff Development Day**

Friday 29<sup>th</sup> September 2023

### **Term 1.2**

Monday 6<sup>th</sup> November 2023 – Thursday 21<sup>st</sup> December 2023

### **Term 2.1**

Wednesday 03<sup>rd</sup> January 2024 – Friday 09<sup>th</sup> February 2024

### **Term 2.2**

Monday 19<sup>th</sup> February 2024 – Monday 25<sup>th</sup> March 2024

### **Term 3**

Monday 8<sup>th</sup> April 2024 – Friday 28<sup>th</sup> June 2024

### **Bank Holiday Closures:**

Monday 18<sup>th</sup> March 2024 – St Patrick's Day

Monday 6<sup>th</sup> May 2024 - Bank Holiday

Monday 27<sup>th</sup> May 2024 - Bank Holiday

# Health Promoting School

Fleming Fulton School promotes healthy eating. A healthy diet is one of the best ways of maintaining young people's health, both now and in the future. Research has shown that diets of some young people are not meeting government recommendations for optimum growth and development.

Our school supports the '5 a day' campaign to encourage children to eat 5 portions of fruit and vegetables a day.

Immediate benefits from healthy eating include:

Preventing dental decay, obesity and anaemia.

Improving concentration and behaviour.

Aims of Fleming Fulton School Healthy Eating Policy:

To ensure that we are giving consistent and up to date messages about food and health to the children.

To give our pupils the information they need to make healthy choices.

To provide opportunities for pupils to develop their knowledge skills and attitudes towards developing healthy, safe lifestyles.

To appreciate the benefits of a healthy diet.

To encourage all children to take part in the '5 a day' campaign'.

To make informed choices and contribute to the healthy development of all members of our school community.

To encourage the drinking of water during the school day.

Staff, both teachers and classroom assistants, will actively encourage all pupils to eat at least one portion of fruit per day.



# Communication

As a school we know the importance of effective communication, and we are striving to improve our methods of communication with our parents. We all have a common goal and that is to do the best for the pupils we teach. We know together we are better and therefore we have introduced some new methods of communication. We would emphasize if you have any concerns to contact the school.

Below are some of the main methods we will use to communicate:

## ***ParentMail/SeeSaw***

We use the ParentMail service which is used by over 2500 schools across the UK to communicate with parents by email and text message. This method of communicating is not only more cost effective but is also quick and allows us to provide up to date information more frequently throughout the year. SeeSaw is also used as means of communication and allows staff to share photos and videos of your son/daughter.

## ***Monthly Newsletter***

We will be sending a monthly newsletter home which will contain key dates and information to ensure you are up to date.

## ***Social Media***

The school has a X (formerly Twitter) account, and we post regularly about class trips, upcoming events and important dates. Find us on X by typing @Fleming Fulton and follow us for up-to-date information.

We also have a school Facebook page. This will be used as a means of communication only. ***Please do not post concerns or queries*** on the Facebook page as they will not be responded to. It is important if you have a query or concern to contact the school immediately. The Facebook page will be closely monitored and will be used to share information only.

Together we are better, it takes three, the school, the pupil and the parents and we are committed to ensuring that our partnership with parents continues to go from strength to strength as we continue with our common goal, to provide the best care and education for the pupils in our school.

# Board of Governors

The Board of Governors has an important strategic role to play in the leadership and management of the school. This is to help the school Principal and staff provide the highest standard of education for all the children and young people.

Governors bring their experience, life skills and common sense to this task. In everything we do, we aim to raise expectations of what can be achieved by all children and young people in our school.

In carrying out our role, we wish to engage with the full school community, pupils, staff (teaching and ancillary), and parents/carers, and the wider community, to ensure that the children and young people in Fleming Fulton experience the highest quality learning and teaching in an inclusive and supportive environment.

## Members

Mr W Latimer, Chair

Mr H Beckinsale, DE Representative

Mrs R McNaughton, EA Representative

Mrs O Bedwell, EA Representative

Mrs J Manson, EA Representative

Mr M Ferguson, Parents Representative

Mr D Bowes, Parent Representative

Mrs P Vance, Teacher Representative

Mrs K Hancock Principal, (Secretary)

What do we do as Board of Governors?

As a Governing Body of the school, we work alongside the school Principal and Senior Leadership Team in:

- setting the school's vision and aims
- establishing and maintaining the school's ethos
- setting the school's plans and policies
- monitoring and evaluating school performance
- promoting self-evaluation to sustain school improvement

As Governors we are very proud to serve the Fleming Fulton School Community and take pride in the achievements and progress of the children and young people. We believe alongside the school, that the children and young people are at the centre of our school community, and we are committed to ensuring that their wellbeing and learning needs are of the highest standard, ensuring that every child and young person reaches their full potential in an inclusive, caring environment and in full partnership with the school, home, and the wider community.

A Governor is appointed to the Board of Governors for a period of 4 years. At the end of 4 years the Board of Governors is 'reconstituted' by the Department of Education, at which stage a Governor may elect to stay on for a further term and new Governors may be appointed to the Board. A Parent Governor and a Teacher Governor will also be elected to the Board during 'reconstitution'. The next scheduled reconstitution for Governors will be during the academic year 2023-24.

Our [Governor Information leaflet](#) will provide you with some additional information.

# Counselling Provision

We are delighted to have a Counselling service provided by Barnardo's and Calm with Carole. This service is available to all our pupils. There are several ways pupils can access the service:

- self referral
- referral by a member of staff
- parental referral

## Post Primary Counsellors

- Monday - Carole Grant
- Tuesday - Eilish Breslin
- Thursday - Tracie McFerran

## Primary Counsellor

- Monday - Tracie McFerran

# **Safeguarding**

## **Designated Teachers**

Mrs Sharon Cummings

Mrs Anne Marie Gallen

## **Principal**

Mrs Karen Hancock

## **Chair of the Board of Governors**

Mr Bill Latimer

## **Designated Governor for Child Protection**

Mrs Rosie McNaughton

Society has a duty to protect children and young people from physical, sexual or emotional abuse and from neglect.

Most children and young people are not abused, but for those who are it is often the concern shown by teachers or other people in the education system that leads to their protection from further abuse.

This fact is recognised by the Department of Education which requires all those working in Education to co-operate with Social Services and other agencies in order to safeguard children and young people and protect them from harm.

Child abuse is completely unacceptable and may also be a criminal offence.

## **School Documents**

Several of the school's policy statements and documents make reference to safety and welfare during the course of the working day. These include the Positive Behaviour, Anti-bullying, E-Safety, RSE and Pastoral policies, Guidelines on educational visits, etc. The full Child Protection policy is available on the school website. If you wish to have a printed copy, please contact the Designated Teachers. For further information please see the Safeguarding leaflet.